FEMA

NATIONAL PREPAREDNESS COALITION
COMMUNITY.FEMA.GOV
USER GUIDE

7/27/2012

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ABOUT THE NATIONAL PREPAREDNESS COALOTION:

Purpose: The National Preparedness Coalition Online Community is where we connect and collaborate on emergency preparedness. We use it to empower ourselves to prepare and to coordinate preparedness activities for our family, neighbors, co-workers, and those with whom we may study and worship.

Goals: The goal for the 2012 National Preparedness Coalition is to grow the membership to 12,500 members. As of 7/23/2012 there were 6,500. The second part of our goal is to collectively coordinate 2,000 preparedness events primarily before and during National Preparedness Month in September.

Membership: The community is open and free to anyone who wishes to join. FEMA employees are bound by FEMA Web 2.0 Policy (Directive 262-3) as it relates to their job.

Beliefs: When we are connected and collaborate, we are more effective and efficient at educating and empowering ourselves to prepare for disasters and emergencies.

Expectations: We contribute what we can about what we know; ask for what we need; keep doing what is working; communicate about what is not working, and when possible, offer suggestions towards solutions.

Values: The spirit in which we take actions:
- We are thoughtful, respectful and helpful.
- We encourage each other.
- We celebrate each other's accomplishments.
- We appreciate the diversity of our approaches.

Actions: The actions we regularly take:
- We invite our peers to join the coalition.
- We add our National Preparedness Month events to the Calendars.
- We add, read, and comment on each other's discussions and announcements.
- We share our best practices and success stories.
- We ask for help and help each other.
- We are factual and cite sources.

Goals: What we have in common that motivates us:
- We strive to prepare ourselves, and our families, neighbors, co-workers, and those with whom we may study and worship.
- We seek to connect with each other and FEMA personnel to build long-term mutually beneficial relationships.

Moderation Policy: This is a moderated community, meaning discussion, comments, and photos will be reviewed prior to being posted. Members may post events – which are not moderated, but are held to the same standards. All contributions must remain on topic; we reserve the right to

determine and delete contributions that do not meet our criteria. We also reserve the right to suspend or remove user access should they violate our criteria more than once.

The following is not permitted:
- Discussions, comments, events, and photos that include abusive or vulgar language, hate speech, personal attacks, or similar content.
- Discussions, comments, events, and photos that make unsupported accusations.
- Discussions, comments, events, and photos that include personal information such as: a FEMA case number, social security number, or any other information (protected by the Privacy Act of 1974.) you do not want available to the general public.
- Discussions, comments, events, and photos that promote any commercial entities or products.
- Discussions, comments, events, and photos that contain malware or spam or phishing attempts.
- Discussions, comments, events, and photos that contain information or links to any fundraising campaigns.
- Discussions, comments, events, and photos for the submission of any claim, demand, informal or formal complaint, or any other form of legal and/or administrative notice or process, or for the exhaustion of any legal and/or administrative remedy.
- Do not link to sites that are purely commercial, represent a political or theological train of thought, promote any discriminatory behavior, has vulgar or abuse language, or promote violence. All linked sites must devote the majority of their content to resources for the emergency management community.

We recognize that the Web is a 24/7 medium, and your discussions, comments, events, and photos are welcome at any time. However, given the need to manage federal resources, moderating will occur during regular business hours Monday through Friday.

Discussions, comments, and photos submitted after hours or on weekends will be read and posted as early as possible; in most cases, this means the next business day.

User Accounts: All users must have unique user identification (user ID) for the Community. Assigned Community user accounts and passwords may not be transferred or shared.

Passwords: Passwords must be at least eight characters in length and contain a mix of alpha and numeric characters. 2.) Passwords must not contain full or partial personal information, person or pet names, repetitive patterns, dictionary words, or product names and must not be the same as the user ID. 3.) Sharing or disclosing passwords or writing passwords down on a medium that is accessible by others is prohibited. Passwords must not be stored in keyboard macros or .bat files.

Users Responsibilities: Users will provide and enter only the information about their organization. Users will not enter any confidential information or information considered personally identifiable information (PII) in the Community (such as personal phone numbers, email addresses, home addresses, SSN, or any other information that is linked to an individual.

Other Terms: FEMA does not guarantee or warrant that any information posted by individuals on this site is correct, and disclaims any liability for any loss or damage resulting from reliance on any such information. FEMA will not verify, does not warrant or guarantee, and assumes no liability for

anything posted on this website by any other person. As a user you accept liability and will indemnify FEMA for any liability, loss or damage resulting from reliance on the information you posted.

The user recognizes that the Community.FEMA.gov is a government website and is not copyrightable in the United States. See 17 USC § 105. The User grants FEMA a royalty free, non-exclusive right to use any discussions, comments, events or photos posted in the community.

The user recognizes that the Federal government does not endorse any non-Federal entities, organizations, services, or products.

FEMA will be collecting or retaining comments in our records. Therefore anything you post, including discussion, comments, events, and photos must be yours and by posting, you grant us permission for use in future publications.

FEATURE OVERVIEW:

ANNOUNCEMENTS:
- About: Announcements are updated from FEMA.
- Who can post: FEMA employee and contractors.
- Who can comment: There are no comments on announcements.

ADD OR FIND EVENTS:
- About: The events calendar is where you view and add preparedness events.
- Who can post: All members.
- Who can comment: There are no comments on events.
- Moderation: Events are not moderated prior to being posted but are reviewed to ensure they meet the Terms of Service Agreement - If they do not met the criteria, they are removed.

PREPAREDNESS DISCUSSIONS:
- About: This is where you learn from and share best practices with other members from around the country.
- Forums:
  - Introduce Yourself: Use this discussion forum to introduce yourselves
  - General Discussions: Use this discussion forum to discuss preparedness related topics of your choice.
  - Member Stories: Use this forum to tell your stories about preparing for and surviving disasters and emergencies.
  - Event Ideas and Instructions: Use this forum to get ideas and instructions on how to coordinate preparedness events. This is a great place to ask for help and share effective community engagement strategies.
  - Help and Support: Use this forum to submit questions about how to use this site and report technical issues.
- Who can post: All members.
- Moderation: All discussions are reviewed before being posted to ensure they meet Terms of Service Agreement criteria. Discussions that do not meet these criteria are not posted.

REGIONAL DISCUSSIONS:
- About: Use this discussion forum to connect and collaborate with other coalition members near you. There is one regional forum for each FEMA Region.
- Who can post: All members.
- Moderation: All discussions are reviewed to ensure they meet Terms of Service Agreement Criteria. Discussions that do not meet these criteria are not posted.

EXPLORE RESOURCES:
- About: Use these resources to start planning activities in your community.
- Who can post: FEMA and FEMA contractors.
- Who can comment: There are no comments on resources.

PHOTOS:
- About: Members submit photos to be posted to the community.
- Who can post: All members.
- Who can comment: There are no comments on photos.

MEMBER HOW-TO INSTRUCTIONS:

1. HOW TO SIGN UP:
1. Go to http://community.fema.gov/.
2. Click "Join the Coalition" in the "Pledge to Prepare" box on the upper right.
3. Answer profile questions.
4. Review and accept the "Terms of Service Agreement."
5. Click "Register."

2. HOW TO SIGN IN:
1. Go to http://community.fema.gov/.
2. Fill in your email address and password under "Member Login" in the Pledge to Prepare box.
3. Press enter.

3. HOW TO VIEW, COMMENT ON, OR ADD A DISCUSSION
1. On the left hand navigation, select the discussion forums you would like to view.
2. Then click on the threads of interests and view the discussions.
3. If you would like to comment on a discussion thread, click on "Reply" on the original thread or the comment of interest, type in your comment, then click "Create."
4. If you would like to add a new discussion, go to the discussion forum main page where you see all the threads and choose "Start a new discussion" and fill in a descriptive subject and then add your content, and click "Create."

Subject	Replies	Last Message
Video media for local TV station or PSA on emergency preparedness What I am looking for is a source for free public domain video clips of disa... Area such as the by Don Clendeni	3	yesterday at 1:15 pm by Joseph Porcelli - Community Manager (Contractor)

VIDEO MEDIA FOR LOCAL TV STATION OR PSA ON EMERGENCY PREPAREDNESS

Don Clendenin (3 days ago) 🖳 Reply

What I am looking for is a source for free public domain video clips of disaster events in the San Francisco Bay Area such as the 89' Loma Prieta earthquake, Oakland wild fires, San Bruno pipeline explosion. These clips would be narrated over, B-roll, followed by showing the actions that everyone can take to minimize some of the effects from the disasters or how they can get trained to help.

The free or very low cost part is a little bit obvious as budgets have been trimmed. The YouTube videos are reduced considerably in quality and probably not good enough for broadcast quality. Having closer the original source is better a quality to use. I know that the CHP had some footage that was not shown publicly on their investigation of the bridge failure and collapsed Cypress, even showing the Cypress collapsing.

5. HOW TO VIEW EVENTS:
1. Go to "Add or Find Events."
2. Search by Zip by adding your zip code under "Find Events" or navigate the map below.

6. HOW TO ADD EVENTS:
1. Go to "Add or Find Events."
2. Under "Add Your Event," select your state from the drop down box and select "go."
3. Click the "Add your event" link on your State's calendar.
4. Click on the month/day/year your event will take place.
5. Add all the required information (noted with an asterisk) and click "Add."

ADD YOUR EVENT
Get started by selecting the appropriate calendar from the drop down list below.

State/Territory List: ▼ go

FIND EVENTS
Search by Zip Code below.

go

FIND NATIONAL OR VIRTUAL EVENTS
Browse webinars and other online events.

View Events >

7. HOW TO ADD A PHOTO
1. Click on "Photos."
2. Click the link that says "Click here to add your photo."
3. Add a photo title and caption.
4. You may add up to 10 photos at once.

PHOTO SUBMISSION

Picture Title

Preparedness Event in Jamaica Plain, MA

(Max. 500 characters)

Picture Caption

Neighbors participate in preparedness drill with EMS, Boston Police, and the Medical Reserve Corps

(Max. 500 characters)

Upload Photo(s)

You may upload up to 10 photos at a time.

Add a new file

8. HOW TO ADD EMAIL PREFERENCES

1. To adjust your email preferences, click on "My Notifications"
2. Select how frequently you want to receive emails: "Immediate, Digest or None"
3. Scroll to the bottom of the page and click "Update"

Email Notifications

How often do you want an email notification about new activity in the group?

- ○ **Immediately**
- ◉ **A regular summary - currently sent out daily**
- ○ **No emails**